

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC APRIL 2026 EXAM BATCH - 104

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	In a spreadsheet, what will be name of the 5th row and 5th column cell ?	E5	5E	E6	D5	A
2	In a spreadsheet, what will be name of the 7th row and 4th column cell ?	D4	G4	D7	G7	C
3	In Excel ____ option is used for different mathematical processes.	Auto Fill	Auto Text	Mid Text	Formula	D
4	In MS- Excel Accounting number format can be applied by using ____ group in home tab.	alignment	styles	cells	number	D
5	In MS-Excel Comma style to a value in a cell can be applied by using ____ group in home tab.	cells	number	styles	alignment	B
6	.pptx is the extension of Power Point	TRUE	FALSE			A
7	____ shortcut key is used for refresh in Internet Explorer	F1	F12	F3	F5	D
8	____ Folder shows the deleted Emails from Email account.	Inbox	Outbox	Sent Mail	Trash	D
9	____ is used to store permanent information.	CPU	VDU	DVD-ROM	DVD-RW	C
10	____ key is used to see all the list of Internet Addresses.	F1	F2	F3	F4	D
11	____ shortcut key is used for stop in Internet Explorer.	Esc	Tab	Ctrl	Shift	A
12	____ view is used to adjust or arrange the matter in the slide.	Slide	Slide Show	Outline	Slide Sorter	C
13	_____ are Transitions available in MS - Powerpoint	Fade	Push	Wipe	All of these	D
14	_____ option is used to see slide show at some particular time interval.	Time	Rehearse Time	Automatic	Watch	B

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15	_____ various Transitions available in MS - PowerPoint.	Shred	Switch	Flip	All of these	D
16	_____ is application software is used for word processing	Ms-Excel	Ms-word	Ms-Access	Ms-Powerpoint	B
17	_____ is shortcut key used for select all	Ctrl+I	Ctrl+S	Ctrl+A	Ctrl+N	C
18	_____ items are placed at the end the document .	Header	Footer	End Note	Page number	C
19	_____ Key is use to start a new paragraph in MS-Word.	Down cursor key	Shift + Enter	Enter Key	Ctrl + Enter	C
20	_____ memory is of size of finger nail	HDD	FDD	Flash Memory Card	RAM	C
21	_____ option is used to add the same space between lines	Spacing	Line spacing	Letter	Adding	B
22	_____ Is not input devices	Mouse	Webcamera	Microphone	Headphone	D
23	_____ allows information to be shared.	Data	notepad	Network	WordPad	C
24	_____ are characteristics of computer	Speed	Accuracy	Diligence	All of Above	D
25	_____ device is knows as a brain of computer.	Input Unit	Output Unit	CPU	All of Above	C